



City of Los Altos

Planning Division

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SUBMITTAL REQUIREMENTS SB9 HOUSING PROJECTS

APPLICANT PRESUBMITTAL CHECKLIST

APPLICATION, FEE & REQUIRED MATERIALS

All applicable items, as determined by staff, are required at time of submittal. The project will not be allowed for a building permit submittal until the application has been reviewed by a planner and deemed as complete.

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1. [General Application](#)

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2. Application Fees: \$_____

Make checks payable to the City of Los Altos. Fees are not refundable.

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3. Written Statement of Intent

Applicant shall provide a statement of intent to specify the type of SB9 project and qualifications to SB9 standards and process.

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4. Property Owner's Affidavit

Under penalty of perjury, the property owner must prepare and sign an affidavit stating (1) intent to occupy one of the units as principal residence for at least three years; and (2) that rental terms of any unit created by the project shall not be less than 31 consecutive days, nor shall rental terms allow termination of the tenancy prior to the expiration of at least one 31-day period occupancy by the same tenant.

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5. Materials Board

Provide color photos on an 8.5" x 11" sheet showing all proposed exterior materials: roofing material(s), siding, windows and doors, applied materials (e.g. stone, brick), trim, etc., and identify manufacturer and product specifications.

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6. 3D Rendering

Providing at least one 3D model or photo rendering of the project is encouraged.



7. Architectural Design Plans (see checklist below)

NOTE: All plan sheets prepared by a licensed professional (architect, landscape architect, engineer, land surveyor) shall include that professional's stamp on the header.

ARCHITECTURAL DESIGN PLANS



1. Cover Sheet

- ☐ Vicinity Map (clear and legible)
- ☐ Table of Contents and Project Summary Tables (see no. 3)
- ☐ General Project Information (including project description, general plan, zoning, property owner and design professionals)



2. Project Summary Tables (use format below and print on first page of plans)

ZONING COMPLIANCE

	Existing	Proposed	Allowed/Required
LOT COVERAGE: <i>Land area covered by all structures that are over 6 feet in height</i>	_____square feet (____%)	_____square feet (____%)	_____square feet (____%)
FLOOR AREA: <i>Measured to the outside surfaces of exterior walls</i>	1st Flr: _____sq ft 2nd Flr: _____sq ft Total: _____sq ft (____%)	1st Flr: _____sq ft 2nd Flr: _____sq ft Total: _____sq ft (____%)	_____square feet (____%)
SETBACKS: Front Rear Right side (1 st /2 nd) Left side (1 st /2 nd)	____feet ____feet ____feet/____feet ____feet/____feet	____feet ____feet ____feet/____feet ____feet/____feet	____feet ____feet ____feet/____feet ____feet/____feet
HEIGHT:	____feet	____feet	____feet

SQUARE FOOTAGE BREAKDOWN

	Existing	Change in	Total Proposed
HABITABLE LIVING AREA: <i>Includes habitable basement areas</i>	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA: <i>Does not include covered porches or open structures</i>	_____square feet	_____square feet	_____square feet

LOT CALCULATIONS

NET LOT AREA:	_____square feet
FRONT YARD HARDSCAPE AREA: <i>Hardscape area in the front yard setback shall not exceed 50%</i>	_____square feet (____%)
LANDSCAPING BREAKDOWN:	Total hardscape area (existing and proposed): _____sq ft Existing softscape (undisturbed) area: _____sq ft New softscape (new or replaced landscaping) area: _____sq ft <i>Sum of all three should equal the site's net lot area</i>

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3. **Site Plan** ($\frac{1}{8}" = 1'$ scale)

- ☐ North arrow
- ☐ Footprint of proposed structures (including an outline of the second story), existing structures to remain and existing structures to be removed
- ☐ Required building setbacks per the zone district and proposed building setbacks, including the second-story
- ☐ Location, size, type and dripline of all existing trees greater (greater than 4" in diameter) (see no. 12 for additional tree related details)
- ☐ Location of all property lines, easements (identify type) and edge of street pavement
- ☐ Location and type of all utilities (e.g. electric panel, sewer connection, water meter)
- ☐ Hardscape (e.g. driveway, walkways, patios)
- ☐ Daylight plane reference points (if necessary)
- ☐ Air conditioning unit(s) and any other outdoor mechanical equipment

NOTE: AC equipment must be subject to [Air Conditioner Setback Guidelines](#) that complies with the City's Noise Control Ordinance.

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4. **Floor Plans** ($\frac{1}{4}" = 1'$ scale) showing existing and proposed development, dimensions and use of rooms

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5. **Roof Plan** ($\frac{1}{4}" = 1'$ scale) showing roof pitch and, for additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure

NOTE: For nonconforming structures, a roof area calculation may be required.

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6. **Building Elevations** ($\frac{1}{4}" = 1'$ scale)

- ☐ Existing building elevations

NOTE: For a new house, only front and exterior side elevations are required.

- ☐ Proposed building elevations, including:
 - Roof height and pitch, wall plate height, and finished floor height from natural and finished grade on each side (call out height and topographic elevation)
 - Height of all ridges and roof peaks, measured from lowest natural grade point below
 - Sill height above finish floor for all second story windows
 - Daylight plane from existing grade at the side property lines shown at the highest point of the structure
 - Exterior building materials, including architectural details (trim, siding, windows, etc.)

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7. **Building Cross-Sections** ($\frac{1}{4}" = 1'$ scale)

- ☐ Provide at least two (2) cross-sections (one perpendicular from the other) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plates, and building height measured to existing or proposed grade (whichever is lower)
- ☐ If the project includes a second story balcony, a cross section through the balcony to the nearest property line(s) may be required

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8. **Grading and Drainage Plan** ($\frac{1}{8}" = 1'$ scale)

NOTE: For projects that include over 750 square feet of addition/rebuilt floor area, the Grading and Drainage Plan are required to be prepared by a registered civil engineer.

- ☐ Location and elevation of benchmark
- ☐ Elevation at street and neighboring property lines

- ☐ Pad and finished floor elevations
- ☐ Existing and proposed contours, and drainage pattern
- ☐ Location of all trees proposed to remain (as identified in the Tree Protection Plan)
- ☐ Stormwater management measures to retain stormwater on site in accordance with State and City requirements
- ☐ Underground utilities – existing and proposed
- ☐ Top and toe of creek bank, and 100-year flood elevation, if applicable



9. **Site Survey**

A site survey prepared by a licensed land surveyor is required for all new houses and additions that are proposed within five feet of any property line. *NOTE: Staff may require a survey for sites that are irregularly shaped or if the location of a property line is unclear.*



10. **Floor Area and Coverage Calculation Diagram** *(see example on back page)*

- ☐ Floor area is measured to outside edge of wall and includes all space enclosed by walls (habitable space, non-habitable space, attached carports, accessory structures)
- ☐ Lot coverage includes footprint of structure and covered porches, chimney footprints outside the wall, gazebos, trellises and any structures over six feet in height measured to outside edge of wall or structural support
- ☐ Identify square footage of additions, converted space and any structures to be removed



11. **Landscape Plan**

NOTE: the project may be subject to the City's Water Efficient Landscape Ordinance. See separate handout for additional information.

- ☐ Show all proposed front yard (and exterior side yard) landscaping, street trees and hardscape improvements
- ☐ Show evergreen landscaping and trees required for privacy and/or visual screening
- ☐ Identify any existing landscaping and trees to remain
- ☐ Provide color photos of all proposed trees and evergreen screening species, along with the following information:
 - Common name
 - Anticipated height and spread at maturity
 - Average rate of growth

This information can be shown on the Landscape Plan or in a supplemental letter



12. **Tree Protection Plan**

Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:

- ☐ Number all trees on the site plan
- ☐ Provide a table identifying the size and species of trees, and whether they are to be removed or retained
- ☐ A certified arborist report may be required if the house or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained
- ☐ List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan



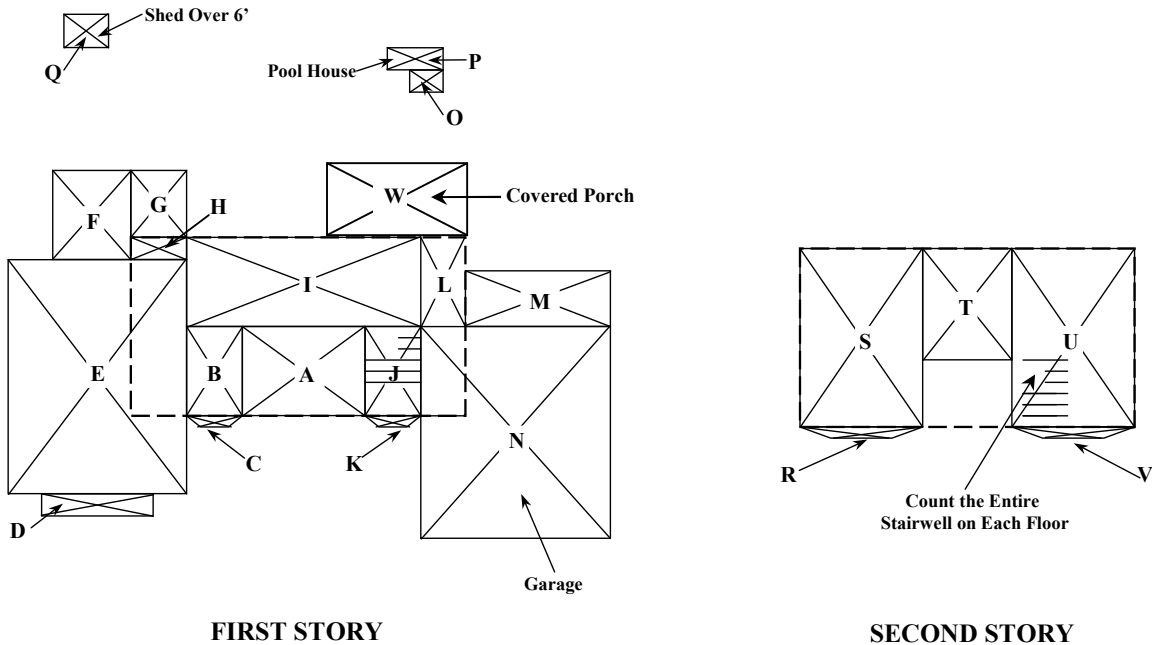
13. **Hold Harmless**

Applicants must sign a letter agreeing to hold harmless the City for any actions related to the permit. This letter must be submitted within the first thirty days of submittal of the project to the City:

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

Example Floor Area and Coverage Calculation Diagram

The minimum acceptable scale is 1/8"=1' (this Example is not to scale).



FLOOR AREA AND COVERAGE CALCULATIONS

<u>Section</u>	<u>Dimensions</u>	<u>Area</u>	<u>Section</u>	<u>Dimensions</u>	<u>Area</u>
A	10' x 10'	100 sq. ft.	M	15' x 8'	120 sq. ft.
B	6' x 10'	60 sq. ft.	N	22' x 26'	572 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	O	7' x 8'	56 sq. ft.
D	18' x 2' 6"	45 sq. ft.	P	10' x 4' 2"	42 sq. ft.
E	26' x 34'	884 sq. ft.	Q	8' x 6'	48 sq. ft.
F	11' x 14' 4"	158 sq. ft.	FIRST STORY SUBTOTAL =		2,652 sq. ft.
G	9' x 12'	108 sq. ft.	R	$[(13' + 11')/2] \times 2'$	24 sq. ft.
H	9' x 2' 4"	21 sq. ft.	S	13' x 24'	312 sq. ft.
I	22' x 14'	308 sq. ft.	T	10' x 14'	140 sq. ft.
J	6' x 10'	60 sq. ft.	U	13' x 24'	312 sq. ft.
K	$[(6' + 4')/2] \times 2'$	10 sq. ft.	V	$[(13' + 11')/2] \times 2'$	24 sq. ft.
L	5' x 10'	50 sq. ft.	SECOND STORY SUBTOTAL =		812 sq. ft.
		TOTAL FLOOR AREA =	3,464 sq. ft.		
		W	20' x 12'	240 sq. ft.	
		FIRST STORY SUBTOTAL =	2,652 sq. ft.		
		TOTAL LOT COVERAGE =	2,892 sq. ft.		